



CITY OF LONG BEACH

LONG BEACH FIRE DEPARTMENT

CLERK TYPIST II (Classified)

\$12.22 - \$16.58 per hour

THE POSITION:

The Long Beach Fire Department has an immediate opening for a permanent, full-time classified Clerk Typist II within the Emergency Medical Services (EMS) Division. The EMS Division is responsible for overseeing all EMS operations, which includes ensuring that all firefighters and dispatchers are medically trained and qualified to perform their duties.

EXAMPLE OF DUTIES:

- Provides clerical support to the EMS Division staff;
- Maintains hardcopy files and electronic databases for EMT-Is, Paramedics, and Dispatchers;
- Maintains training program rosters and records and issues course completion certificates for courses offered by the EMS Division;
- Prepares for annual audits conducted by the county regulatory agency;
- Assists with quality improvement (QI) activities as directed, includes data collection and data entry;
- Designs and generates data reports for the QI and training programs;
- Prepares lecture handouts or presentations for training programs;
- Assists in the processing of licenses and certifications for EMT-Is, Paramedics, and Dispatchers;
- Composes and proofreads documents/correspondence as directed; and,
- Coordinates staff meetings, includes scheduling, drafting agendas and minutes.

MINIMUM REQUIREMENTS:

- Thorough knowledge of Word, Excel, Access, and PowerPoint;
- Ability to type and enter data accurately;
- Ability to communicate clearly and effectively, both orally and in writing;
- Ability to work well with people at all levels;
- Ability to exercise sound judgment in carrying out responsibilities;
- Ability to work under constant deadlines and manage multiple assignments and priorities;
- Demonstrates excellent work habits; punctuality and attendance are imperative; and,
- Ability to maintain strict confidentiality.

SELECTION PROCEDURES: This recruitment is open to current classified Clerk Typists and qualified individuals on the Civil Service Eligibility list. To apply, please submit a letter of interest, resume, and three references no later than 4:30 pm, January 21, 2005 to:

**Joanne Dolan, Director of Education
Emergency Medical Services Division
925 Harbor Plaza, Suite #100
Long Beach, CA 90802**

The most qualified candidates will be invited to participate in further selection procedures. Interviews will be scheduled shortly after the close of the filling period.